

VISITOR BUS FOR FAMILIES

(Holiday Season 2016 and January - June 2017)

***** DATES ADDED *****

Dear Families,

Visits are an integral part of the overall treatment program at Copper Lake School/Lincoln Hills School, especially visits from immediate family members. We would like to remind you that a chartered coach bus with a bathroom is available to assist families at no cost. The bus seats 56 individuals on a first come basis and originates in Milwaukee with pick-up areas in Madison and Appleton/Green Bay on a rotating basis.

In order to increase opportunities for you to visit your children during the holiday season, we have **added additional bus dates** on November 10th and December 22nd. These are shown in the table below along with the current schedule through June. Additional dates may be added as needed; we encourage you to call (715) 536-8386 and dialing # 2 or check our website at <http://doc.wi.gov/families-visitors/juvenile-services> for the most current schedule.

For the Milwaukee/Madison stops: (See dates below)

The bus will depart from Lee's School at 921 West Meineke Avenue in Milwaukee, promptly at 7:00 am. There is a city bus stop there and additional parking. The bus loads on N 9th Street (in between Meineke Avenue and W. North Avenue). Bus is facing south on N 9th Street (west side of the street). The bus will then travel to the East Towne Mall in Madison, boarding passengers at the front door of the J.C. Penney store, and will depart from this location by 8:30 am, travel on to Copper Lake School/ Lincoln Hills School. Madison area visitors are encouraged to contact CLS/LHS on the day of the bus visit at (715) 536-8386 ext. 0 between 7:30 a.m. and 8:15 a.m. to speak with the operator on available seats. Bus departs Copper Lake/Lincoln Hills School by 3:00 pm. and disburses passengers at the Madison and Milwaukee pick-up areas.

For the Milwaukee/Fox Valley Area (Appleton and Green Bay stops): (See dates below)

The bus will depart from Lee's School at 921 West Meineke Avenue in Milwaukee, promptly at 7:00 am. There is a city bus stop there and additional parking. The bus will then travel to the Fox River Mall in Appleton, boarding passengers at front door of the Target Store and will depart from this location by 9:00 am. The will then travel to Green Bay, boarding passenger at the front door of Walmart Green Bay West Parking Lot at 2440 West Mason Street and will depart from this location by 9:35 am and travel onto Copper lake/Lincoln Hills School. Appleton and Green Bay area visitors are encouraged to contact CLS/LHS on the day of the visit at (715) 536-8386 ext.0 between 7:30 a.m. and 8:15 a.m. to speak with the operator on available seats. Bus departs Copper Lake/Lincoln Hills School by 3:00 pm. and disburses passengers at the Appleton and Milwaukee pick- up areas.

Milwaukee / Madison	Milwaukee / Appleton / Green Bay
Thursday, November 10 *NEW*	Saturday, November 5
Saturday, November 19	Thursday, November 24
Thursday, December 8	Saturday, December 3
Saturday, December 17	Thursday, December 22 *NEW*
Thursday, January 5	Saturday, December 31
Saturday, January 14	Thursday, January 19
Thursday, February 2	Saturday, January 28
Saturday, February 11	Thursday, February 16
Thursday, March 2	Saturday, February 25
Saturday, March 11	Thursday, March 16
Thursday, March 30	Saturday, March 25
Saturday, April 8	Thursday, April 13
Thursday, April 27	Saturday, April 22
Saturday, May 6	Thursday, May 11
Thursday, May 25	Saturday, May 20
Saturday, June 3	Thursday, June 8
Thursday, June 22	Saturday, June 17

Visiting Rules and Regulations

- **Two visitors** per youth are permitted in order to allow more youth to get visits.
- All visitors must be on the institution approved visiting list and will be required to provide identification prior to entering the institution. Unauthorized visitors will not be granted admittance.
- All visitors are required to pass through a metal detector.
- No purses or handbags will be allowed into the institution. We recommend you carry a small wallet.
- Cell phones, pagers, and smoking materials *are not* allowed in the institution.
- The only medications allowed into the visiting area are heart medications and prescribed inhalers.
- Visitors are limited to one (1) carry-in item container (i.e. picnic lunch) per group. Everything carried in must be in that container (example: one 32-pint cooler). Sharing coolers between groups is not allowable.
- There are microwave ovens to heat food items.
- Silverware, glass containers, and aluminum cans *are not* allowed in the institution.
- Paper plates, plastic ware and Tupperware items *are* allowable.
- Food is to be consumed in the visiting area only. Youth cannot take anything back to living units from their visits.
- Youth and visitors must sit at a table in the visiting area and remain together. Each group of visitors must remain separate from other visits unless advance approval is given by the institution.
- Picture-taking is allowed at a time designated by our staff. Cameras will be stored in a locker until / after that time.
- It is the parent or guardian's responsibility to assure that visiting children are not wandering or running through the visiting area or hallways.
- Visits for youth in security units will be held in the living unit they are residing in at the time of the visit. No items may be brought into the security units. Only immediate family over age 18 may visit in the security units.
- Violations of visiting policy will result in immediate termination of the visit.

Questions regarding *the bus service or schedule* can be answered by calling (715) 536-8386 and dialing # 2. Specific questions about *visitation approvals* should be referred to the youth's institution social worker.

Revised 10/19/16